

# **LOUISIANA DEPARTMENT OF INSURANCE**

## ***2004 FINANCIAL FILING INSTRUCTIONS FOR AUTOMOBILE SERVICE CLUBS***

The following is required by law to be filed with this Department to continue your authority to transact business in the State of Louisiana. The filing date is the postmark date.

1. An audited financial statement showing a list of all assets and liabilities as of December 31, 2003. An original and a duplicate or photocopy must be filed on or before March 1, 2004 to the following address in accordance with LDOI Rule No. 12:

**LOUISIANA DEPARTMENT OF INSURANCE  
ADMINISTRATIVE SERVICES  
P.O. BOX 94214  
BATON ROUGE, LA 70804**

2. A filing fee in the amount of \$250 is due on or before March 1, 2004 and should be submitted to the following address:

**LOUISIANA DEPARTMENT OF INSURANCE  
COMPANY LICENSING DIVISION  
P.O. BOX 94214  
BATON ROUGE, LA 70804**

**ANY FILINGS SUBMITTED AFTER THE DUE DATE WILL BE CONSIDERED  
LATE AND SUBJECT TO A FINE AND/OR REGULATORY ACTION.**

Please direct any questions to (225) 342-1201.

Sincerely,

S. Denise Brignac, CFE  
Assistant Chief Examiner